



Checklist for Consular Report of Birth Abroad

Please print out this checklist and bring it to your appointment, signed and dated. You cannot apply for a report of birth and passport without a scheduled appointment.

Please check the appropriate box in front of each document that you bring with you.

☐ Completed “Application for Consular Report of Birth” (DS-2029), but **DO NOT SIGN!**

☐ Completed **Form DS 11, Passport Application**, but **DO NOT SIGN!**

*For children under the age of 16 **both** parents/legal guardians are required to come in person. If one parent/guardian is absent, we will need to see original notarized consent from the absent parent.*

☐ Completed **Form SS-5 (Application for a Social Security Number)**

A U.S. citizen parent will need to sign the form.

☐ **Child’s German Birth Certificate** – *Abstammungsurkunde* or *Beglaubigter Auszug aus dem Geburtenregister* if the child was born before January 1, 2009

This is the German birth certificate issued by local authorities. These documents must show the biological parents’ names.

☐ **Photo I.D. of child.** *This is not required for newborns.*

☐ **Evidence of parents’ U.S. citizenship**

*The U.S. citizen parent must present his/her U.S. passport. If the U.S. citizen parent was naturalized he/she must bring the original Certificate of Naturalization in addition to the passport. **Please bring the original certificate and one photocopy.***

☐ **Passport/Identification document for non-U.S. Citizen Parent**

*A non-U.S. citizen parent must bring his/her passport or other photo identification document. **Please bring the original certificate and one photocopy.***

☐ **Parents’ marriage certificate**

*We require the original certificate issued by local, state, or national government authorities. If your marriage certificate is in a language other than German or English, you must provide a certified translation. If you have a translation, you must still present the original certificate. **Please bring the original certificate and one photocopy.***

☐ **Divorce Decrees/Death Certificates, if applicable**

You will need to show termination of all prior marriages for both parents. Please bring certified translations if the decrees or certificates are not in English or German.

☐ **Evidence of physical presence**

*The U.S. citizen parent must bring proof of living in the United States. Primary evidence documents that may establish your physical presence in the U.S. before the child's birth include: Transcripts from High School and/or College, Wage Statements, DD-214 Separation Statement (Military Members only). **Please bring the original certificate and one photocopy.***

☐ **Application Fee**

The fee for a Consular Report of Birth is \$100. The fee for a child's passport under 16 is \$105; for those 16 and over, the fee is \$135. We accept cash (either dollars or euros) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).

☐ **Self-addressed envelope**

Please bring a self-addressed, return envelope with postage to cover registered mail (€3.60), to fit unfolded A4 papers. Address it to a parent.

IF THE PARENTS ARE NOT MARRIED

☐ Completed **Affidavit of Paternity and Support** is required for an applicant born to an **unmarried U.S. citizen father**. **DO NOT SIGN!**

☐ German **Acknowledgement of Paternity** (*Vaterschaftsanerkennung*)

IF APPLYING FOR A PASSPORT

☐ **Photos**

You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background. Passport photos can also be taken at the Consulate and cost €6.00 in coins.

☐ **Notarized Statement of Consent (DS-3053)** if one parent is unable to come to the Consulate.

If you do not bring the required documentation, we will suspend processing of the application and you will need to schedule another appointment.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Date

Signature